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# Safety Statement



#### DOCUMENT INFORMATION

**This document is a working document and as such, is subject to periodic revision to reflect site conditions, to reflect current practices and procedures and to reflect legislative changes.**

**This document and its revisions remain the property of Powercom Solutions, At all times and therefore may not be altered or copied in whole or in part without the expressed written permission of the directors of Powercom Solutions.**

#### SAFETY, HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013

It is the policy of this Company to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020, the Safety Health and Welfare at Work (Construction) Regulations 2013 to 2020, Waste Management Acts 1996 and 2001, Environmental Protection Acts 2003 and ISO 14001 to ensure so far as reasonably practicable the safety, health and welfare of all employees whilst at work, and to provide such information, training and supervision needed for this purpose.

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## Health and Safety Policy

Powercom Solutions carries out Electrical & Lightning Protection Installations, including design where required. We operate across all business sectors including manufacturing, pharmaceutical, biopharmaceutical, medical devices, commercial, retail and public dealing with end users, consultants, other services organisations and architects.

We believe that our Safety programme will contribute positively to our quality of life and our environmental footprint. This is an essential requirement of our business, so, we must all give this programme the support it needs by conducting our operations in such a manner as to:

- Safeguard the safety, health, and welfare of employees (full and part time), contractors, visitors and anyone, that may be affected by our operations.
- Strive to eliminate any foreseeable hazards which may result in personal injuries, ill health, fires, security losses and/or damage to property.
- Establish, document and maintain Safety procedures to assist in compliance with this policy, relevant statutory legislation and/or other requirements relevant to our operations.
- Commit to continual improvement of our Safety performance, policy and procedures, through periodic review and monitoring with regular inspections to ensure that they remain relevant and appropriate to the organisation.
- Communicate to all employees (full and part time), contractors, visitors and anyone, that may be affected by our operations, their individual Safety responsibilities, through the provision of instruction, training, supervision and information.

In particular, we will seek to improve our Safety performance through the setting of our targets and objectives. Ultimate responsibility for health and safety rests with the Managing Director. However, safety is the responsibility of everyone at work, and all employees including managers and supervisors, must accept responsibility for Safety issues within their own control, as set out in the statement.

The organisation and responsibilities for carrying out this Safety Policy are set out in the Company Safety Statement and we hope we will provide advice and assistance in complying with this statement. This will be made available at all locations where we carry out our operations and to any interested parties.

It is the policy of the Powercom Solutions to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020, the Safety Health and Welfare at Work (Construction) Regulations 2013 to 2020 and all other current legislation relevant to business operations carried out by Powercom Solutions and our employees.

SIGNED:



**John J Molony**  
**Managing Director**

**Date: 04<sup>th</sup> January 2024**

# 1 Scope

## 1.1 Introduction to the Company

Powercom Solutions is a Electrical Contracting Company established as such in 2013. It specialises in design and installation of Electrical and Lightning Protection Systems.

## 1.2 Scope

Powercom Solutions Safety System provides a mechanism for Health and Safety (H & S) management throughout all areas and departments. It is designed to cover H & S risks which Powercom Solutions can control and directly manage, and those it does not control or directly manage but can be expected to have an influence.

This safety statement defines the scope of Powercom Solutions H & S Management System, it provides hazard identification, risk assessment and the arrangements needed to implement our company policy.

## 1.3 Format

The format of this safety statement is designed so that each section correlates to an area of activity as defined by the OHSAS 18001:2007 standard for ease of reference. Refer to the table of contents for an index of this safety statement. Aspects of the H & S management system interact with the environmental and quality management system and in a number of areas procedures have been combined for ease of implementation. A table showing where the systems interact or are combined is shown in appendix 2.

## 1.4 Issue and Update

The control of this Safety Statement is in accordance with Powercom Solutions operating procedure MP1 Document Control, Record Control and IT. All copies of this Safety Statement not marked "Controlled Document" are uncontrolled and should be used for reference purposes only. This document is distributed to all management and supervisory personnel and may be made available to other employees and to third parties concerned (e.g. sub-contractors, suppliers, clients), subject to the approval of the Safety Manager.

Amendments to this safety statement will be issued by the Safety Manager.

# 2 Normative References

No normative references are cited. This clause is included in order to retain the clause numbering identical with OHSAS 18001:2007.

# 3 Terms and Definitions

For the purpose of this document please reference the 'Terms and Definitions' as set out in OHSAS 18001:2007.

## 4 General Requirements

### 4.1 General

The health and safety management system detailed in this safety statement follows a “Plan, Do, Check, Act” (PDCA) management model.

Powercom Solutions will look at obvious benefit first by focusing on its significant risks, procedures, programs and technologies that can be put into place to further improve health and safety performance. As the H & S management system matures H & S considerations are integrated into all business decisions.



### 4.2 Health and Safety Policy

Health and Safety Policy is endorsed by the Managing Director. The policy covers all activities undertaken by Powercom Solutions. The Policy includes a commitment to continual improvement and prevention of incidents, as well as a commitment to meet or exceed relevant health and safety legislation, regulations and other requirements. The Policy will be reviewed annually by senior management, communicated to all employees, subcontractors, interested parties, posted in a prominent location at all company sites and made available to the public as required.

#### 4.2.1 How the Safety Statement is brought to the attention of employees

Powercom Solutions is very aware of the dangers faced by existing employees, new employees, sub-contractors and young people coming to work for the company. New employees, young employees and others who may be affected by our work are unlikely to have been exposed to the type of hazards that they may be exposed to on joining the company. New employees coming to work for Powercom Solutions for the first time will need to understand our level of commitment to their safety and of the hazards they are likely to meet.

Powercom Solutions Induction has been developed to bring this Safety Statement to their attention. This is delivered in a form, manner and language likely to be understood. All Powercom Solutions employees receive the Powercom Solutions Induction on commencement of employment. This is updated annually and/or where the Safety Statement has been reviewed. Inductions on site are carried out by our Site Supervisor and/or our Safety Advisor taking the employees and others who may be affected by the Safety Statement through it with them as part of the Powercom Solutions Induction. Changes and updates are communicated to relevant parties through inductions, tool box talks, memos and newsletters.

Powercom Solutions Health and Safety Policy is also communicated to employees through words, actions and by example. The policy is posted up at all locations where Powercom Solutions operates and can be seen by all employees. Powercom Solutions management can communicate by their actions in committing necessary resources to the prevention, control and correction of unsafe conditions and through their example by ensuring that their attitude is compliant with the H & S policy in all that they do.

New employees are issued with a safety starter pack, which includes the employee responsibilities/duties and various other information, which will help them to avoid incidents on site. The safety starter pack is designed to provide the new employee with vital basic safety information and back up. All Powercom Solutions employees and sub-contractors are subject to Site induction training from the client and Powercom Solutions.

All Powercom Solutions apprentices receive Safety Awareness Training as well as the Powercom Solutions Induction. This is to focus attention on the Safety Statement and the hazards that they may be exposed to.

Employers of others who may be affected by our work are issued with our Safety Statement. It is these employers responsibility to bring to the attention of their employee the risks identified within.

A copy of the company Safety Statement is available in the Site Safety File, which is maintained in the site office by the Site Manager.

## 4.3 Planning

### 4.3.1 Hazard Identification & Risk Assessment

Powercom Solutions recognise that the cornerstone of all H & S management is the identification of hazards associated with the company's operations and to risk assess these hazards in order to implement effective controls to acceptable levels of risk. The Hazard Identification and Risk Assessment define how this process is established, implemented, maintained and controlled. The procedure promotes proactive rather than reactive risk assessment and it provides for the identification, prioritisation and documentation of risks and the application of controls. A register of controlled risk assessments is maintained in Appendix 1 of this document. The application of controls is facilitated through the implementation and operation process, as set out in this document.

Risk Assessment includes:

- Routine and non –routine activities
- Activities of all personnel having access to the workplace (including subcontractors and visitors).
- Human behaviour capabilities and other human factors
- Hazards originating from outside the workplace capable of adversely affecting the health and safety of persons under the control of the Powercom Solutions
- Hazards created in the vicinity of the work place by work related activities under the control of Powercom Solutions
- Infrastructure, equipment and materials at the workplace, whether provided by Powercom Solutions or others
- Changes or proposed changes to Powercom Solutions including materials and activities
- Modifications to the H & S management system including temporary changes and their impacts on operations, processes and activities
- Any applicable legal obligations to risk assessment and implementation of controls
- Design of work areas, processes, installations, machinery/equipment, operating procedures and work organisation, including their adaption to human capabilities
- Facilities at the workplace, whether provided by the organization or others.

Powercom Solutions will ensure that the results of these assessments and the effects of these controls are considered when setting its Safety objectives. Powercom Solutions will document this information, keep this information up to date and ensure that all employees are aware of their responsibilities.

### 4.3.2 Legal and Other Requirements

Powercom Solutions has an operating procedure for identifying and accessing Safety legislation and other requirements, such as guidance documents, Administration & Organisation of the applicable legislation and other requirements are taken into account in establishing, implementing and maintaining the H& S management system.

Legislative compliance is audited at various intervals throughout the year and reported at the Management Review. Powercom Solutions will comply with legislation at a minimum and will also strive to exceed legislative requirements.

### 4.3.3 Objectives and Programmes

The Powercom Solutions establishes a process for the implementation of objectives which are measurable, consistent with the H & S policy, including the commitment of prevention of injury and ill health, to compliance with legislation & other requirements and to continual improvement.

A programme for the implementation of targets and objectives includes

Designation of responsibility and authority for achieving objectives at relevant functions and levels of the organisation and;

The resources and time frame by which the targets & objectives are achieved.



The targets and objectives are reviewed regularly at the quarterly Combined Safety Management Meetings, at partial reviews and a full report issued at management review. Progress on Safety objectives is reviewed at monthly Contract Meetings to monitor progress on specific actions with the responsible persons.

The Targets and Objectives are drawn up and agreed on an annual basis. This will be drawn up by the Safety manager and approved by the Board of Directors and Managing Directors. The Safety Plan will include:

- Review of previous year
- Annual Targets
- Strategy to achieve targets
- Training Plan
- Audit Plan
- Upcoming requirements & activities

## 4.4 Implementation & Operation

### 4.4.1 Resources, roles, responsibility, accountability and authority

The Managing Director has ultimate responsibility for H & S and the H & S Management system. This commitment is demonstrated by;

- Ensuring that adequate resources are made available to establish, implement, maintain and improve the H & S management system (resources include human, time, specialised skills, organisational infrastructure, technology and financial);
- Defining roles, allocating responsibilities and accountabilities, and delegating the authorities to facilitate effective H & S management. Roles, responsibilities, accountabilities and authorities are documented in section 4.4.1.1 of the safety statement, in operating procedures, risk assessments & method statements and in Site Specific Safety Plans.

John J Molony has been appointed as the Powercom Solutions Director with specific responsibility for Safety.

Safety responsibilities and duties of all levels of managers and employees are communicated through training programs such as the company induction and the 'Powercom Solutions Safety Management System Training'. Management and employees are issued with a copy of their duties and these are reinforced through tool box talks, site inspections and internal audits.

All those with management responsibility shall demonstrate their commitment to the continual improvement of the H & S management system. All persons working for or under the control of Powercom Solutions must take responsibility for aspects of the H & S management system for which they have control, including compliance with applicable H & S requirements.

#### 4.4.1.1 Responsibilities/Duties

*It is the duty of all directors, managers, supervisors, advisors and individual employees to participate, so far as is reasonably practicable, in the implementation of this safety statement and to carry out their responsibilities as detailed below:*

*To ensure successful implementation of the safety statement, the names of the responsible people will be listed in the Head Office and Project Organisation Chart and displayed at each office and work location. Managers and supervisors with specific responsibilities must be properly delegated in their absence.*

#### Responsibilities/Duties of Managing Director

- (1) Reviews and approves regularly, the company safety policy and statement and directs its implementation.
- (2) Monitors the effectiveness of the safety statement and directs improvements where necessary.
- (3) Reviews quarterly and annual statistics for all incidents and/or dangerous occurrences approves targets and strategies for incident prevention/reduction.
- (4) Reviews and approves the annual Company Safety Plan, and agrees it with the Board of Directors and company management team prior to implementation.
- (5) Ensures that adequate resources (financial, manpower, equipment, training and supervision) are made available.
- (6) Designates one or more competent employees to carry out activities specified by him, which are related to the protection and prevention of occupational risks in the workplace.
- (7) Seeks competent advice where no. 6 above cannot be complied with for lack of competent personnel at the place of work.

- (8) Ensures that an effective management system is in place, with personnel designated with responsibility, for the development, operation and implementation of the Safety policy and procedures and that those persons have the means to carry out such responsibilities.
- (9) Takes account of any representations made by employees and to take any actions deemed necessary.

#### **Responsibilities/Duties of the Board of Directors**

- (1) Provide support and leadership in all Safety matters throughout the organisation to assist in the effective operation of the company Safety management system.
- (2) Makes Safety a priority and leads by example by having it first on the agenda at all meetings and in discussions with management and supervision.

#### **Responsibilities/Duties of Financial Director**

- (1) Provides a financial review on Safety for inclusion in the annual accounts.
- (2) Reviews and monitors absences due to incidents, injury or ill health at work.
- (3) Reviews and monitors situations resulting from loss or damage to property, the environment or injury to a member of the public.
- (4) Arranges for insurable risks to be assessed in relation to injury or ill-health employees, loss or damage to property, the public and the environment.
- (5) Evaluates insurable risks relating to subcontractors carrying out work on behalf of the company.
- (6) Ensures that adequate arrangements have been made to cover financial liabilities.
- (7) Reviews insurance and claims records as a matter of routine and recommends actions and improvements.
- (8) Ensures that sufficient resources of time, personnel and finance are available for the effective operation of the company Safety management system.
- (9) Ensures that provisions are made at planning, estimating and tender stage for Safety requirements and considerations.
- (10) Ensures that a registered medical practitioner carries out medical assessments.
- (11) Ensures effective measures are in place for the evaluation, selection and appointment of competent subcontractors and persons so that they meet relevant standards and takes any necessary action in instances where he/she is made aware this is not the case.
- (12) Ensures that all new employees receive the Company Safety Training Handbook and Powercom Solutions Induction.
- (13) Ensures that training files are kept up to date and certificates are available for all training carried out.
- (14) Ensures that new employees are suitable, competent and medically fit to carry out their work.

#### **Responsibilities/Duties of Safety Director**

- (1) Ensures that the Safety management system is properly established, implemented and maintained to OHSAS 18001:2007 requirements in all areas of the organisation.
- (2) Ensures that personnel throughout the organisation understand and accept their responsibilities in matters of safety, health and environment.
- (3) Ensures that Safety performance reports are presented to the Board of Directors for review and used as a basis for improvement of the H & S management system.
- (4) Ensures that Safety audits are carried out and offers full support to the Safety Manager.
- (5) Ensures that all Powercom Solutions employees, sub-contractors and persons who may be affected by our work have this safety statement brought to their attention.
- (6) Ensures that arrangements relating to reporting procedures are followed in the event of reportable accidents or dangerous occurrences.

#### **Responsibilities/Duties of Business Unit Managers**

- (1) Ensures that personnel throughout the organisation understand and accept their responsibilities in matters of safety, health and environment.
- (2) Ensures that Safety audits are carried out and offers full support to the Safety Advisors.
- (3) Consults with the management team and the Safety Advisors to ensure that effective incident prevention, investigation and reporting procedures are maintained.
- (4) Ensures that all incidents and dangerous occurrences are reported to the Safety Manager without delay.
- (5) Reviews incident reports, investigations and participates in the effective management of incident outcomes as required.

- (6) Makes Safety a priority and leads by example by having it first on the agenda at all site meetings and in discussions with management and supervision.
- (7) Reviews the Quarterly Statistical Reports, recommends action and ensure that responsible management takes corrective action.
- (8) Ensures that competent site Safety Advisors are appointed as deemed appropriate to the individual site needs.
- (9) Notifies the Safety Advisor of new projects secured so that specific Project Safety Plans can be drawn up including the risk assessments associated with the work to be carried out.
- (10) Ensures that health surveillance and medical assessment is made available where identified through risk assessments and incident corrective actions.
- (11) Ensures co-operation with other employers on matters relating to Health and Safety when sharing a work place.
- (12) Attends/reviews quarterly Combined Safety Coordination Meeting
- (13) Ensures that disciplinary procedures are carried out for safety violations.

### Responsibilities/Duties of Safety Manager

- (1) Ensures that the Safety management system is coordinated to OHSAS 18001:2007 requirements in all areas of the organisation.
- (2) Provides advice, guidance, instruction and training in all Safety matters to management, safety representatives and employees (including where applicable to sub-contractors, suppliers and visitors to sites).
- (3) Prepares and update regularly the company safety policy and statement in view of changing business, new regulations, changes in management etc.
- (4) Prepares an annual Company Safety Plan and agrees it with the Board of Directors and company management team prior to implementation.
- (5) Ensures that a project specific Safety Plan including Risk Assessments specific to the work is drawn up and agreed prior to commencement of work.
- (6) Coordinates improvements in the Safety policy, program and procedures.
- (7) Takes the lead in conjunction with the company management team in introducing and implementing effective measures aimed at the prevention of incidents at work.
- (8) Reviews Site Audit Inspection Reports, health and safety suggestions, complaints and requests for information and follows up with action
- (9) Carries out periodic site inspections in conjunction with Site Management and site Safety Advisor, recommends corrective actions and improvements and document findings.
- (10) Carries out incident investigation in conjunction with site management, establishes cause of incident or dangerous occurrence and recommends method for future avoidance.
- (11) Ensures that all incidents and dangerous occurrences are reported to the Safety Advisor and Financial Director, as required, without delay.
- (12) Ensures that all relevant documentation relating to incidents and dangerous occurrences and statutory records are maintained.
- (13) Compiles all incidents and dangerous occurrences statistics. Measures performances and report to Powercom Solutions directors every quarter.
- (14) Prepares Targets and Strategies for incident prevention/reduction, agrees targets with Board of Directors and implements reduced targets for coming year.
- (15) Liaises with Health and Safety Authority, Main Contractor and Client when required.
- (16) Ensures that full co-operation is given to H & S. Representatives and that adequate time and training is provided for the discharge of their duties.
- (17) Advises all Safety Representatives and Powercom Solutions employees on findings and recommendations arising from incidents and/or dangerous occurrences when appropriate.
- (18) Identifies, organises and provides training as required.
- (19) Attends quarterly Combined Safety Coordination Meeting.
- (20) Monitors P.P.E usage and advises site management on type of protective equipment required.
- (21) Prepares an Annual report on the management of Health and Safety in the company on behalf of the Managing Director.
- (22) Assesses Sub-Contractor pre-qualification for approval.
- (23) Advises the client, Main Contractor, or others who may be affected of safety hazards on sites under their control affecting Powercom Solutions.

(24) Issues warnings both written and verbal if required or instructed to do so.

### **Responsibilities/Duties of Safety Advisor**

- (1) Provides advice, guidance, instruction and training in all Safety matters to management, safety representatives and employees (including where applicable to sub-contractors, suppliers and visitors to sites).
- (2) Carries out periodic site inspections in conjunction with Site Management, recommends corrective actions, improvements and document findings.
- (3) Prepares in conjunction with site management team a project specific Safety Plan. This Safety Plan includes hazards identified and specific work risk assessments. These shall be compiled and agreed prior to work commencing.
- (4) Ensures that the project specific Safety Plan is communicated to all relevant persons (including clients, Main Contractor, other contractors, visitors and others who may be affected by that work)
- (5) Visits each new project, sets up the necessary registers, abstracts of regulations, posters, etc., and ensures that site establishment complies with the legislation, client regulations and company regulations as a minimum.
- (6) Introduces and implements effective measures aimed at the prevention of incidents at work.
- (7) Reports on incidents and/or dangerous occurrences should they occur to the Safety Manager, Regional Manager as required.
- (8) Carries out incident investigation in conjunction with site management, establishes cause of incident or dangerous occurrence and recommends method for future avoidance.
- (9) Audits the company site safety file, (Series 500), make sure that hazards/risks are regularly assessed, inspections are carried out and that all incidents are reported, investigated and closed out.
- (10) Provides monthly breakdown of audits and violations to the Safety Manager.
- (11) Provides training and information to the workforce using appropriate training aids and media as required.
- (12) Attends quarterly Combined Safety Coordination Meeting.
- (13) Arranges distribution and maintenance of fully stocked first aid boxes on site.
- (14) Monitors P.P.E usage and advises site management on type of protective equipment required.
- (15) Issues warnings both written and verbal if required or instructed to do so.

### **Responsibilities/Duties of Contracts Manager**

- (1) Prepares Project Specific Safety Plans and prepares supplementary safety method statements for projects and tasks when required/requested.
- (2) Ensures that the provisions of this statement are carried out from start to finish on each project.
- (3) Ensures that Site Supervisors carry out this policy & comply with all statutory requirements.
- (4) Ensures that training is provided periodically to enable all to effectively carry out their responsibilities with regard to Health and Safety e.g. scaffolding, plant/equipment operation and inspection, working at height, etc.
- (5) Ensures that medical assessments are carried out by a registered medical practitioner where identified through risk assessments, to follow through with recommendations and that reports remain confidential.
- (6) Ensures that adequate welfare facilities are provided.
- (7) Ensures that plant, machinery & equipment for each project has been planned, inspected & allocated as required.
- (8) Ensures that all personnel assigned to the site are suitable, competent and medically fit to carry out the work on site.
- (9) Ensures that sub-contractors and self employed persons are aware of the Powercom Solutions Safety policy and have confirmed that they will comply with its requirements.
- (10) Provides sub-contractors with information relating to risk assessments, health surveillance and competency required.
- (11) Ensures that sub-contractors are approved, have prepared their own safety statement and a copy has been received and approved by Powercom Solutions.
- (12) Ensures that safety inspections and monitoring – Contract Managers, Site Supervisors and Safety Audits – on site takes place on a regular basis and to ensure that outstanding items are acted upon by Site Supervisor and/or Safety Advisor
- (13) Ensures that all relevant legal documents, registers and certificates are maintained as required.

- (14) Ensures that appropriate emergency arrangements have been provided for and competent persons are designated for actions in case of emergency.
- (15) Ensures that an adequate number of suitable First Aiders are available on site and that first aid is always available when work is being carried out.
- (16) Advises the Site Supervisor of any improvements needed to the site safety file.
- (17) Informs the client/project manager or other relevant person of hazards identified at site meetings.
- (18) Monitors actions taken to reduce reported hazards by the client and project supervisor construction.
- (19) Ensures that incident reports complete with investigations are carried out in accordance with Powercom Solutions Management document.
- (20) Instructs the company safety advisor to assist in investigating any incidents and to report on the causes and remedial action needed to prevent further re-occurrences.
- (21) Ensures that all recommendations arising from an incident investigation are put into place to prevent reoccurrence.
- (22) Ensures that all responsible persons sign incident reports as complete.
- (23) Issues warnings both written and verbal if required or instructed to do so.

### **Responsibilities/Duties of Site Supervisor**

- (1) Ensures that Health and Safety regulations and the company safety policy are followed and to insist that the prescribed standards are observed.
- (2) Examines the workplace regularly for potential hazards and to ensure that these hazards are eliminated or appropriate controls adopted and followed.
- (3) Ensures that in so far as is reasonably practical safe systems of work are in place and Followed.
- (4) Maintains a tidy workplace. Ensures that cleaning up takes place regularly or as work is carried out and places of work and access routes are kept clear.
- (5) Ensures that all employees and visitors under our control wear personal protective equipment where required, particularly safety helmets, safety boots, glasses, gloves and/or other items required to be worn, by the client and or identified through risk assessment, MSDS.
- (6) Ensures that adequate supplies of protective equipment are available.
- (7) Ensures that only trained operatives are employed on equipment and machinery for which such training is required.
- (8) Ensures that all plant and machinery including power and hand tools are in a good condition and that statutory, in-house inspection and maintenance procedures are carried out as required.
- (9) Ensures that any defects in plant and equipment are rectified.
- (10) Ensures that general safety inspections including 'Site Supervisor Safety Audit' are carried out, ensures that outstanding items are acted upon by.
- (11) Maintains the site safety file for inspection by the Contracts Manager and Safety Advisor.
- (12) Ensures that employees are instructed on method statements and specific risk assessments as required.
- (13) Conducts "Tool Box" talks and keeps attendance records in the site safety file.
- (14) Inform the employees of the safety performance on site and any improvements needed.
- (15) Ensures use of employee's personal protective equipment and maintains PPE issue record in the site safety file.
- (16) Takes charge of incident situations – calls emergency services and informs relevant parties.
- (17) Accompanies the injured party to the clinic or hospital, maintains contact with the injured party and communicates developments to the company management
- (18) Carries out initial investigation and arranges for further investigation as required, reports to supervisors.
- (19) Implements remedial actions to prevent reoccurrence.
- (20) Ensures that adequate arrangements for emergencies are planned for each task and that competent persons are designated for actions in case of emergency.
- (21) Ensures that adequate fire fighting equipment is available where necessary.
- (22) Ensures that the site first aid box is adequately stocked and maintained.
- (23) Ensures that all power tools are 110 volts.
- (24) Issues permits, ensures that the requirements for these permits are maintained and copies of all work permits are filed in the safety file e.g. hot work permit to work etc. when competent to do so.
- (25) To show a personal example by wearing safety clothing and equipment provided.



- (26) To carry out his/her duties as laid out in the section covering Hazard Identification and Risk Assessment
- (27) To ensure that employees do not participate in horseplay or improper conduct at the place of work.
- (28) To issue warnings both written and verbal if required or instructed to do so.
- (29) Removes any person from the workplace deemed to present a hazard to themselves or others and report them to management.
- (30) To ensure that Site Induction is carried out for all employees when they first arrive on Site.
- (31) The above duties will be delegated to the site Chargehand in the event of the site Supervisor being absent from site.

### Responsibilities/Duties of Employees

- (1) It is the responsibility of each employee of Powercom Solutions to:
- (2) Take reasonable care of your own Health and Safety and that of any other person affected by your acts and/or omissions.
- (3) Ensure that they are not under the influence of any intoxicant (drink/drugs) and/or prescribed medication to the extent that they could be a danger to themselves or others while at work.
- (4) Co-operate with Powercom Solutions and any other person to such an extent so as to enable them to comply with Safety, Health and Welfare in the work place.
- (5) Attend all training and undergo any medical assessment if required to do so, as identified in a risk assessment due to the nature of a specific task.
- (6) Report to Powercom Solutions any change in medical fitness (physical and mental) which may affect their ability to perform tasks safely and without risk
- (7) Conduct themselves appropriately and not to participate in horseplay or improper conduct at the place of work.
- (8) Use only suitable plant, equipment and protective clothing for securing your Safety, Health and Welfare at Work.
- (9) Report to your Site Supervisor without delay any defect in plant, equipment (for use by you alone or in common with others), and place of work or system of work.
- (10) Never abuse or misuse any appliance, protective clothing, convenience equipment, other means or thing provided for your health and safety.
- (11) Never provide mis-information with regard to competency and training.
- (12) Use the correct tools and equipment for the job. Keep tools in good condition and replace as necessary.
- (13) To report any hazards identified, all incidents and dangerous occurrences to the Site Supervisor/Charge Hand immediately.
- (14) Never carry out any task for which you have not got the relevant experience, training or instruction.
- (15) Always wear safety Personal Protective Equipment.
- (16) Avoid any action, which would cause danger to yourself and/or others.
- (17) Take account of any site-specific information/training provided to you by the client or Project Supervisor Construction Stage.

NOTE: POWERCOM SOLUTIONS ENCOURAGES ALL OF THEIR EMPLOYEES TO MAKE SUGGESTIONS OR RAISE CONCERNS.

### Responsibilities/Duties of Sub-Contractors, Self Employed and Suppliers

- (1) To manage and conduct all work activities so as to ensure the safety, health and welfare of people at work (including the prevention of improper conduct or behaviour likely to put employees at risk)
- (2) Provide adequate safety statement, to be reviewed for approval by Powercom Solutions. Management prior to commencement on site.
- (3) Provide names of individuals responsible for health and safety.
- (4) Provide training records for staff being used on the project.
- (5) Provide prove of insurances.
- (6) Provide information relating to hazard identification, risk assessments and control measures.
- (7) Provide information relating to incident performance over last 3 years.
- (8) Provide information relating to exposure to any article or substance, noise, vibration, harmful radiations and other physical agents.

- (9) Provide PPE, training, instruction, supervision and information to their employees and others who may be affected by their work.
- (10) Provide or agree sharing of welfare facilities and arrangements prior to work commencement.
- (11) Adhere to all Powercom Solutions and site-specific rules regarding safety, health and welfare at work.
- (12) Report all incidents and dangerous occurrences to the Site Supervisor/Charge Hand immediately. (See Guidelines for Personnel on First-Aid Treatment).
- (13) Provide and attend all inductions and 'Tool Box' talks as required.

#### 4.4.2 Competence, Training and Awareness

Powercom Solutions recognises that no one can be expected to perform their tasks and duties safely and efficiently unless that person is competent on the basis of appropriate education, experience and training to carry out such tasks.

Powercom Solutions is committed to identifying training needs and to carry out training and instruction as appropriate. Records are maintained at our office, and are made available to interested parties when requested.

Training needs are identified from a variety of sources, including task-hazard analysis, incident data and legislation. This is used to draw up an annual training schedule. Training shall be provided in the following areas:-

- Operational standards;
- Safety practices and procedures, including manual handling;
- Hazardous chemicals and occupational health hazards.

All employees shall receive updates in all relevant safety rules through site inductions, tool box talks, emergency drills, memos, safety alerts and e-mail shots.

Training shall involve reference to procedures, work instructions, safety rules, work permits, task analyses, risk assessments and data in relation to incidents, as appropriate.

It is essential that no person attempt a potentially hazardous activity without proper training and/or supervision.

##### 4.4.2.a Company Induction

A period of induction will take place for all new employees including temporary staff on joining the company to ensure all Powercom Solutions employees are made aware of the hazards associated with their place of work and what safety measures are required of them.

The programme will include

- Awareness of the Powercom Solutions Safety Statement.
- An instruction on the hazards in the workplace and the preventative measures in force.
- An instruction on reporting procedures.
- An instruction on PPE policy and usage.
- A talk on the consultation process for safety health and welfare.
- A detailed list of the new employee's responsibilities.
- Details of any further training required.
- Waste and Environmental management policies.

##### 4.4.2.b Site Induction

Powercom Solutions employees will avail of site induction training provided by the client, main contractor and Powercom Solutions including

Site Specific Rules.

A tour of the work area for familiarisation.

An introduction to responsible persons and their own responsibilities.

Fire and Emergency procedures, location of exits, assembly point and the use of fire fighting equipment where applicable.

##### 4.4.2.c Toolbox Talks

Powercom Solutions considers Toolbox Talks an important and vital tool in the on-going training of all its employees. Toolbox Talks will be held on a fortnightly basis at minimum and attendance is mandatory for all employees on Site. Toolbox Talks will be carried out as required according to hazards present, changing nature of the job and relevant information from hazards, near misses, accidents and incidents form all

workplaces.

Other information given includes new legislation, safety alerts, product warnings, incentive scheme, disciplinary actions etc.

The Toolbox Talk topic and a signed attendance list will be maintained in the Site Safety File. Either the Site Supervisor and/or the Safety Advisor will chair toolbox Talks.

### 4.4.3 Communication, Participation and Consultation

#### 4.4.3.1 Communication

Powercom Solutions has established a procedure to provide and maintain communication.

Communication, of which the importance of each person “understanding” cannot be overstated. The communication process has included for the following:

- Internal communication between all levels and functions of the company;
- Communication with contractors and other visitors to the workplace;
- Receiving, documenting and responding to relevant communication from external interested parties.

The more detailed elements of communication are covered in the many other documents that cover the operating processes within Powercom Solutions.

Communication is vital to the success of any company. Communication can take many forms- written, electronic correspondence, verbal – via one to one, telephone conversations, meetings, newsletters, notice boards, safety alerts, memos, signage etc.

Regardless of the form of communication or whether it's with an internal or external customer all must make every effort to ensure that there is a clear understanding of the required actions – be they an input to or an output from the process.

#### 4.4.3.a Combined Safety Meeting

Powercom Solutions Combined Safety Committee Meeting reviews and monitors the Safety Management System.

This is achieved through quarterly meetings (at a minimum) whereby all aspects of the SMS are reviewed. Topics include, but are not limited to:

- Incidents and Dangerous Occurrences.
- Follow-up and Closure of investigations.
- Targets & Objectives
- Training Requirements.
- First Aid.
- Safety Equipment.
- Summary of audits (safety, supervisors and contract managers).
- New jobs.
- Safety Documentation.
- Legislation.
- A.O.B.

Site Safety Meetings and Co-ordination meetings are attended by our on site management and provide a forum for dealing with any health and safety issues at the work place.

#### 4.4.3.2 Participation and Consultation

Powercom Solutions has established a procedure to provide for the participation of their workers, consultation with contractors and consultation with external interested third parties on H & S matters. The more detailed elements of participation and consultation are covered in the many other documents that cover the operating processes within Powercom Solutions.

#### 4.4.3.a Employee Consultation and Provision of Information

Powercom Solutions consult with their employees, their safety representative or both, as appropriate, in advance and in good time, to help ensure co-operation in the prevention of incidents and ill health in the workplace, and also for the purpose of making and maintaining arrangements that will enable Powercom Solutions and their employees to co-operate effectively.

Employees have the right to make representations to and consult their employer on matters of safety, health and welfare in their place of work.



All training and provision of information will be provided in such a form, manner and language that is likely to be understood.

#### 4.4.3.b Safety Representatives

Employees may, from time to time, select and appoint from amongst their number at their place of work a Safety Representative to represent them in consultations with their employer.

Safety Representatives are provided with the necessary training, information and resources to discharge their functions as laid out in applicable legislation.

Information includes

- Incident and dangerous occurrence investigation.
- Safety statement changes and reviews.
- Hazard Identification, Risk Assessments and Control Measures.
- Changes in workplace, technologies and systems of work.
- Responsible persons.
- Appointment and Activities of Safety Advisors and Competent persons employed to protect and prevent risks to safety, health and welfare at work.
- Planning and organisation of training.
- Other Safety Representatives.

#### 4.4.4 Documentation

A procedure 'MP1 Document, Record Control and IT' is implemented and maintained by Powercom Solutions to define the manner in which documents and data related to the requirements of the ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007 management systems are established, implemented and maintained.

This procedure ensures that all management systems and contract-related documents and data, are prepared, reviewed, approved and controlled in line with company policy.

Powercom Solutions H & S management system documentation includes;

- Policy and objectives
- Description of the scope of the H & S management system
- Description of the main elements and their interaction including referencing to related documents
- Documents, including records, required by the OHSAS 18001 standard, client and main contractor requirements
- Documents including those necessary to ensure the effective planning, operation and control of processes that relate to the management H & S risks.

#### 4.4.5 Control of Documents

A procedure 'MP1 Document, Record Control and IT' is implemented and maintained by Powercom Solutions to define how documents, including records, required by the H & S Management system, OHSAS 18001 standard, client and main contractor are controlled

All documentations supporting procedures and work instructions are all subject to formal control with regard to issue and approval.

All technical standards, specifications and codes of practice applicable to the company's operations are subjected to a formal review on an on-going basis.

Appropriate levels of issue control are applied to all construction project documents within the company at both field and general office level.

Electronic data systems operated by the company are subjected to formal controls to prevent unauthorized changes and misuse or loss of any data held on them.

Current site Safety documents and records are maintained in the Site Safety Working File. These files are maintained by the Site Manager and are updated regularly. The Project Manager and the Safety Advisor inspects the file each time they visit the site to monitor its effectiveness and to assess the level of safety being achieved on site. The Safety Advisor also inspects the site safety file to ensure that the required registers and documentation are being updated and maintained by the Site Manager. The file is always available in the site office. Client & Main Contractor Safety Management personnel may also wish to view the site safety file.

The site safety file will contain as a minimum the following information but will not be limited to it:

#### 4.4.5.a Site Safety Working File Minimum Contents

- Ladder checks.
- Harness checks.
- Toolbox Talk Attendance sheets.
- Site Induction Records (Safe Pass, Plant Operators, Manual Handling Etc.)
- Site Supervisors Safety Inspection report.
- Contract / Project Managers Safety Inspection Report.
- Method Statements.
- Job Specific Risk Assessments.
- Forms – Work Equipment), Scaffold, Mobile Tower), (Excavations))
- MEWP Daily Inspection
- Plant List.
- Company vehicle check list.
- Personal Protective Equipment Register.
- Hot Work Equipment checklist.
- Material Safety Data Sheets.
- Site Safety Inspections
- Waste Transfer Dockets
- Waste Manager Licences Permits/ Waste Collector Permits.

#### 4.4.5.b Site Safety Reference File Minimum Contents

- Insurance Details
- Safety Statement
- Environmental Manual
- Site Specific Safety Plan &. PSCS Safety Plan
- Sub-Contractors Safety Documents
- Violation Reports.
- Accident Report Forms.
- Safety Meeting Minutes & Safety Correspondence.
- Safety Management Procedures
- Catalogue of Safety Signs, Mobile Tower Guidelines
- Toolbox Talk Topics.

#### 4.4.5.c Design & Main Contractor

The site files maintained as PSDP/CDMC and Main Contractor follow a similar format to include other information required to record the duties concerned.

#### 4.4.6 Operational Control

Powercom Solutions aim to determine those operations and activities that are associated with the identified hazards where the implementation of controls are necessary to manage H & S risks. Controls include

- operational controls;
- controls related to purchased goods, equipment and services;
- controls related to contractors and other visitors to the workplace;
- documented procedures/ risk assessments/ method statements/ Safety Plans/ Task Risk Assessments/ SOPs where their absence could lead to deviations from the H & S policy and objectives;

#### 4.4.6.a Safe Systems of Work

The Duties of Employers requires the design, provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

A safe system of work can be defined as “the integration of personnel, articles and substances in a suitable environment and workplace to produce and maintain an acceptable standard of safety”. Due consideration must also be given to foreseeable emergencies and the provision of adequate rescue facilities.”

Safe systems of work are basic to incident prevention and should document all foreseeable hazards fully, any necessary precautions and the recommending of safe working methods. These include method statements, risk assessments, task risk assessments and Operating Procedures.

*Checklist to ensure safe systems of work*

- Ensure that their responsibilities do not overlap with those of anyone else.
- Ensure the scope of work is identified and communicated.

- Ensure that there is not any element of the job overlooked in order to eliminate potential hazards.
- Use relevant codes of practice.
- Eliminate hazards at source before commencing the activity.
- Make sure personal protective clothing is worn and used correctly.
- Ensure all employees have been trained in the proper use and limitation of protective clothing.
- Before commencement of work, check plant and equipment for suitability.
- Assess the consequences if you are wrong.
- Assess how the person in charge will deal with any problems.
- Ensure that all employees are aware of the safe systems of work.
- Ensure that all employees are aware of the emergency procedures. Also, check that the emergency services could get to the work place in an acceptable time.
- If the job is unfinished at the end of the working day, can it be left in a safe state until the next day?

#### 4.4.6.b Permits to Work

Where a Permit to Work, system is operated on the site by the main contractor or the client Powercom Solutions Supervisor shall ensure that no work is undertaken without first obtaining the relevant Permit to Work from the relevant main contractor / client authorisation.

If no Permit to Work system is operated by the main contractor or client, the Powercom Solutions Supervisor will establish a Method Statement, Risk Assessment and Permit to Work controls.

Permits to work are required for Tasks where the risks are greater than that which would be expected under normal site working conditions. Permits to work may include:

- Working in Confined Space
- Live Electrical Work
- Hot Work
- Roof Work
- Excavation Works
- Line Breaking

#### 4.4.6.c Site Specific Safety Plan

A site specific Safety Plan will be developed for each project by the Contract/Project Manager in conjunction with the Safety Advisor. This will be based on the Design Stage Safety Plan, the Construction Safety Plan, Client requirements, legislative requirements and environmental/planning requirements. It will also incorporate hazard identification and risk assessments, emergency plans, site supervision and responsible persons, arrangements to secure the health and safety of employees involved with the project, reference documents and environmental plans. This will be updated as required with the nature of the job and annually at a minimum and issued to site & relevant parties with the Company Safety Statement.

#### 4.4.6.d Contract Roles

Powercom Solutions will endeavour to fulfil all the required legislative duties as required by the contract role undertaken by Powercom Solutions at a minimum.

#### 4.4.6.e Sub-Contractors

Powercom Solutions have procedures for appointing and approving subcontractors and suppliers. – MP2 Sub-Contractor Management and OP-038 Sub-Contractors and Service Providers. The main tenets of these procedures are that only safe sub-contractors / service providers are selected to work for Powercom Solutions that all sub-contractors / service providers work safely for as long as they remain on site and that all managers and supervisors play their part in ensuring safety during contract work.

Powercom Solutions will only use sub-contractors and service providers who have demonstrated experience and commitment to work safely to legislative and to Powercom Solutions requirements at a minimum and who will endeavour to safeguard the safety, health and welfare of all persons on or about the site.

Powercom Solutions will issue any approved subcontractors with details of all hazards associated with the relevant work.

Subcontractors are required to have a safety statement which must identify the hazards of their work; assess the risks; communicate these hazards and risks to their employees and to others who may be affected by their work on site, specify the manner in which safety, health and welfare are to be secured, the arrangements and resources, and the name of persons responsible in each case.

#### 4.4.6.f Protective Clothing and Equipment Policy

It is the policy of Powercom Solutions to provide personal protective equipment to its employees and to replace it on return of the worn or defective item.

PPE needs shall be identified from a variety of sources, including risk assessment, incident data, MSDS and legislation.

It is the responsibility of the Site Manager to ensure that the equipment is used and maintained properly. All equipment must conform to the BS/EN standard and carry the CE mark.

Where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed Powercom Solutions will provide and maintain suitable protective clothing and equipment as is necessary to ensure, so far as is reasonable practicable, the safety, health and welfare at work of their employees.

Equally the responsibility lies with the employees to ensure the proper use and maintenance of their personal protective equipment. Having regard to their training and the instructions given by Powercom Solutions all employees must make correct use of any article or substance provided for their use at work or for the protection of their safety, health and welfare at work, including protective clothing or equipment.

A Personal Protective Equipment Issue Register is held in the site safety file in the site office. All employees must sign this register upon receipt of personal protective equipment. The Site Supervisor is responsible for ensuring that the register is updated as necessary, and that all equipment is used and maintained to proper standard

#### 4.4.6.g Safety Incentive Scheme

To assist in promoting a safety culture and reducing accident occurrences Powercom Solutions has implemented a Safety Incentive Scheme. Powercom Solutions will sponsor the award of Safety Prizes based on active monitoring, reporting & promotion of safety. On an individual site such schemes must be approved by the responsible Regional Manager.

#### 4.4.6.h Disciplinary Procedures

Powercom Solutions believes that we can all work together in safe manner and in accordance with legislation; rules and regulations.

Unfortunately, it is recognised that there may be instance where it will be necessary to invoke disciplinary procedures on individuals or groups for breaches of health and safety legislation, rules and regulations.

- Safety Violations will be issued to individuals and/or group found to be in breach of their duties.
- Where two violations have been issued to the same individual and/or group they will report directly to the Directors.

Depending on the seriousness and frequency of violations individuals and/or groups will be punished accordingly. Punishment may include suspension and or dismissal.

All individuals and/or group accused of breaches of health and safety legislation, rules and regulations will have their rights explained to them before any punishment is carried out.

#### 4.4.6.i Safety Signage

Adequate safety signs shall be displayed prominently, in accordance with legislative and other requirements. Requirements shall be determined by a variety of sources, including risk assessment, incident data, MSDS and legislation.

Powercom Solutions has a catalogue of generic safety signs available on all sites. Full stocks of signs are kept at the office as required.

All employees must obey the instructions of all safety and warning signs exhibited on site. Remove Safety signs as soon as they are no longer appropriate.

POWERCOM SOLUTIONS ENCOURAGES THE RE-USE AND RECYCLING OF ALL SIGNS.
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#### 4.4.6.j Smoking Policy

Powercom Solutions will comply with all site-specific policies and procedures in regard to smoking on site.

**SMOKING IS PROHIBITED IN ALL ENCLOSED AREAS OF THE SITE**

It is the policy of Powercom Solutions that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers and visitors.

Contract Managers and Site Supervisors shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be made aware of this policy.

*All staff have an obligation to adhere to, and facilitate the implementation of this policy.*

Failure to comply with company policy will be dealt with in the first instance under employee disciplinary procedures. Employees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

**ANYONE WHO VIOLATES THE SMOKING RESTRICTIONS WILL BE IMMEDIATELY PUT OFF SITE AND THE SITE MANAGER WILL ISSUE A WRITTEN WARNING.**

#### **4.4.6.k Pregnant Employees Policy**

Powercom Solutions as an equal opportunity employer will provide a safe place of work for pregnant employees and follow all statutory duties.

Powercom Solutions will endeavour to:

- Assess any possible effect on the pregnant employees resulting from any activity in the work place; which may involve a risk of exposure to an agent, process or working condition.
- Determine the nature, degree and duration of the pregnant employee's exposure to such agents, processes or working conditions.
- Take the preventive and protective measures necessary to ensure the safety and health of pregnant employees.

A risk assessment must be carried out where a hazard reveals a risk to an employee's health or safety. If adequate measures cannot be taken to ensure the pregnant employees health and safety through protective or preventive measures, it may be necessary to temporarily rearrange the working conditions or working hours of the employee concerned so that exposure to the risk is eliminated.

If it is not feasible to rearrange the pregnant employees working conditions or working hours, then Powercom Solutions will take the necessary measures to provide the employee concerned with other work which will not present a risk to their health and safety.

#### **4.4.6.l Organisation of Working Time Policy**

Powercom Solutions is highly aware that tired workers are more susceptible to having incidents; therefore we will meet with legislative requirements which set a maximum average working week of 48 hours and rights of employees in respect of rest, maximum working time and holidays.

Powercom Solutions has set down site-specific hours of work to coincide with the Client and other contractors on site:

#### **4.4.6.m Apprentices/New or Inexperienced Workers**

Powercom Solutions is very aware of the dangers faced by existing employees, new employees, sub-contractors, non-English speakers and young people coming to work for the company. New employees, young employees and others who may be affected by our work are unlikely to have been exposed to the type of hazards that they may be exposed to on joining the company. New employees coming to work for Powercom Solutions for the first time will need to understand our level of commitment to their safety and of the hazards they are likely to meet.

Powercom Solutions Induction has been developed to bring this Safety Statement, hazards, risks, controls, incidents & reporting, plant maintenance, hazardous materials and their responsibilities to their attention. This is delivered in a form, manner and language likely to be understood.

New employees are issued with a safety starter pack, which includes the employee responsibilities/duties and various other information, which will help them to avoid incidents on site. The safety starter pack is designed to provide the new employee with vital basic safety information and back up.

All new Powercom Solutions employees receive the Powercom Solutions induction. New apprentices are inducted and trained, in Manual Handling, Work at Heights and Fall Arrest Equipment by Powercom Solutions before they begin work. They are not permitted to work alone for the first 4 weeks on site. Experienced Site Staff are expected to exercise "special duty of care" i.e. ensuring supervision and personal protective equipment is used whenever necessary, especially when working at heights.

All Powercom Solutions apprentices receive Safety Awareness Training in their 2<sup>nd</sup> year after their first 'block release'. This training program is designed to re affirm the Safety message of Powercom



Solutions to our apprentices before they return to site after a 6month absence. The Phase 2 awareness program includes a refresher in the company policies, safety statement, hazards, risks, controls, procedures for securing the health and safety of our workforce and others, recent incidents and corrective actions, changing circumstances, practical use of work equipment, completing SEORs, completing dynamic risk assessments and checking their understanding of these programs.

#### **4.4.6.n Drug and Alcohol Policy**

Powercom Solutions aspires to having an alcohol and drug free workplace. If an employee is misusing substances, such as alcohol, tranquillizers or an illegal drug, it may interfere with the worker's attendance or work performance, or it may constitute a health and safety risk.

Statistics show that alcohol and drug abuse are increasing in the workplace. This leads to incidents.

In a high –risk industry like ours, alcohol/drugs and work are not compatible. Alcohol is a depressant drug, which depresses parts of the brain function.

You are far more likely to have an incident on site when under the influence of drugs. When working on site you require all your brain functions to save you from injury.

Powercom Solutions implements standards and control measures monitoring their effectiveness to control the abuse of alcohol and drugs.

The use of alcoholic beverages or the illegal use of any drug, narcotic or controlled substance is prohibited. Employees must not report for duty or be on Employer's premises under the influence of, or have in their possession any alcoholic beverage or illegal substances otherwise they will be removed from site.

Employees must report to their immediate supervisor if they are receiving medication which may affect their ability to carry out their work safely and without risk to health. Supervisors will then be in a position to manage their work accordingly.

#### **4.4.6.o Health Promotion**

Ill Health is defined as "identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work related situation".

Powercom Solutions is very aware of the risks of ill health associated with our activities and presented through external environments. A systematic analysis of the entire operation shall be carried out to identify all potential causes of occupational illness. This shall be done using risk assessments, technical and non-technical guidance, as appropriate. The results of this analysis shall be made known to persons likely to be affected by the particular conditions.

Where practicable, health hazards shall be eliminated. Where this is not possible controls shall be introduced to reduce the risk to personnel to acceptable levels as required by law. Such controls shall include engineering controls, work practice controls, exposure time controls, administrative controls, PPE controls, and training in occupational health hazards.

Adequate monitoring equipment shall be provided to protect personnel against any health hazards. The system of monitoring the environment, where necessary, shall be reviewed regularly. Employees shall be informed on the risk posed by the workplace or the process. Risks shall be minimised by the most effective means.

Where necessary special first aid facilities for health risks shall be provided. First aid reports shall be analysed with a view to identifying improvements in health-related first-aid facilities.

Personnel shall have ready access to medical advice from a doctor or nurse, at no cost, where identified through risk assessment, workplace injury and workplace ill-health.

Where necessary, monitoring of employees' health with respect to known health hazards shall be undertaken as part of a health care and health promotion programme. Employee health records shall be kept confidential.

#### **4.4.6.p Maintenance of Plant and Equipment**

Powercom Solutions will strive to ensure that any clearly visible hazards which develop routinely in plant and equipment are systematically identified; with a view to taking preventive action.

We will strive to ensure that appropriate preventive action is taken, in relation to all hazards identified through pre-use checks, so that relevant plant and equipment can be either (1) taken out of service, or (2) used with specified caution.

All plant and equipment shall be inspected and maintained annually unless otherwise specified. Pre-Use equipment checks must be carried out by all competent users on all items of plant and equipment.

All plant and equipment under statutory law shall be inspected in accordance to all relevant legislation and manufacturers' instructions. All checks shall be recorded in accordance to legislation by full, clear completion, signature documentation and labelled as tested

In the Powercom Solutions site-specific safety file there are individual check sheets for Site Supervisor to complete on daily and/or weekly basis for Equipment used for Working at Height, excavations, lifting equipment and plant checks e.g. leads and power tools..

All documentation completed will be held in site-specific safety files and available for inspection by clients, safety Advisor and regulatory authorities.

Any defects must be reported immediately to the responsible supervisor who will remove the item from use for repair and/or replacement.

#### 4.4.6.q Vehicle Management

Powercom Solutions recognise that driving for work is among the most hazardous tasks performed by our employees and as such has implemented a procedure to manage this task. Powercom Solutions recognises that it has a responsibility not only for the health and safety of employees engaged in driving at work but also to other road users and members of the public. Powercom Solutions will therefore comply with all driving related legislation and endeavour to adopt best practice where practicable for those driving on Powercom Solutions business.

#### 4.4.6.r Environment

Powercom Solutions will strive to safeguard the environment in carrying out our normal work, to enhance the wider environment and minimise any harmful impacts as far as possible. Powercom Solutions Environment, Health & Safety management system includes the procedures required by ISO 14001.

#### 4.4.7 Emergency Planning

An emergency is a sudden state of danger requiring immediate attention. An emergency plan must therefore be organised which analyses danger and put in places procedures to deal with the dangers. (

Powercom Solutions will endeavour to:

- Coordinate emergency plans with employees (full and part time), contractors, visitors and anyone that may be affected by our operations.
- Provide necessary measures for first aid, fire fighting and the evacuation of employees and other individuals present at the place of work.
- Arrange contacts with appropriate emergency services regarding First-Aid and medical care, rescue work and fire-fighting.
- Designate employees to implement plans, procedures and measures and to ensure an adequate number, training and equipment.
- Communicate with employees on serious and imminent risk and the action to be taken.
- Instruct employees to stop work in the event of serious, imminent and unavoidable danger.
- Refrain from requiring employees to return to work where there is still a possibility of serious and imminent danger.
- Ensure that all employees take appropriate steps to avoid the consequences of danger to their own safety and others, when their immediate supervisor cannot be located.
- Ensure employees who take steps to avoid the consequences of serious & imminent danger, that they will not be placed at any disadvantage with regard to their employment, unless there is negligence on their part.
- Ensure only employees who have received adequate training & instruction have access to areas where there is serious and imminent danger.
- Ensure employees are trained and aware of evacuation procedures.

At a minimum every Powercom Solutions location shall have a designated assembly point, evacuation checklist and first aid location. Emergency contact details will be posted up and fire fighting devices will be located in all welfare facilities, offices and stores.

#### 4.4.7.a First-Aid Facilities

First-aid facilities and trained personnel are provided at all Powercom Solutions locations

First aid is the approved method of treating a casualty until he/she is placed, if necessary, in the care of a doctor or removed to hospital.

Guidelines for personnel on First-Aid treatment

- All injuries must be reported immediately, no matter how minor, to the Site Supervisor and first aid. Should later medical care be required, you will have fulfilled your obligations.
- You must notify your Site Supervisor and First-Aid prior to leaving the workplace of injury or illness, whether personal or work-related.
- If you get outside medical treatment (without clearance from the Site Supervisor) for a work-related injury or illness, you must notify your Site Supervisor immediately.
- Prior to return to work after a disabling injury or illness, you must present a medical clearance certificate from the attending physician and present it to the Site Supervisor.
- Medication, tranquillizers and insulin must not be taken on the job unless authorised in writing by your doctor and a copy of the authorisation given to the Site Supervisor.
- If you have a condition, such as diabetes, impaired vision or hearing, back or heart trouble, hernia, you must inform the Site Supervisor. You will not be expected to do a job which might result in injury or harm to yourself or others.
- If you have had first aid or fire-fighting training tell your Site Supervisor, you may be invited to join the project first-aid or fire fighting team.
- Never move an injured or seriously ill person unless it is necessary to prevent further injury. Familiarise yourself with emergency action procedures and the location of First-Aid station.

### 4.5 Checking

#### 4.5.1 Measurement and Monitoring

The Powercom Solutions Administration of the Safety MS establishes a process for measuring and monitoring H & S performance on a regular basis. This procedure provides for

- Both qualitative and quantitative measure – monthly reports
- Monitoring the extent the targets and objectives are met – partial reviews and annual reviews
- Monitoring the effectiveness of controls – site inspections, audits
- Proactive measures of conformance with the H & S management system - site inspections, audits, SEORs
- Reactive measures of ill health, incidents and other evidence of deviations to the H & S management system.
- Recording of data and results of monitoring and measurement to facilitate subsequent corrective action and preventive action and analysis – Combined Safety meetings, partial reviews, management reviews

A programme is in place for Directors, Contract Managers, Project Managers, Site Supervisors and Safety Advisors for regular safety audit & inspections at the workplace. These are carried out on regular intervals by our Safety advisors and on-site visits by our Managers. Items requiring attention are rectified immediately where practical, noted in the report and communicated to the site supervisor, who is given time to rectify open items. A record of inspections and scores by the safety advisors is maintained and forwarded to the regional managers on a monthly basis.

#### 4.5.2 Evaluation of Compliance

The Powercom Solutions Administration of the Safety MS which outlines the periodic review of regulatory & 'other requirement' compliance and those results are reported to management on a yearly basis. Other procedures support this covering a variety of methods which can be used to assess compliance, including audits, document and/or record reviews, inspections, risk assessments, interviews, project or task reviews, routine sample analysis or test results, site tours, 'Safety Environment Observation Reports' (SEORs), implementation & operational controls, monitoring & measuring, preventative & corrective actions and communications from interested third parties.

Generally, compliance within the site is evaluated through the regular inspections and monitoring and at regular site management meetings, where the effectiveness of the control measures is reviewed. Compliance is also evaluated by the Safety MS through the internal audit process with the findings reported back to the site management.



## 4.5.3 Incident Investigation, Non Conformity, Corrective Action and Preventive Action

### 4.5.3.1 Incident Reporting and Investigation

All Incidents will be reported in accordance with Powercom Solutions procedure Incident Reporting & Investigation. All incidents records will be maintained on site and original copies will be maintained at head office for a period of 3 years, from whence they will be archived. Incident data are reviewed at Monthly Contract meetings, Regional Safety Interface meetings, quarterly Combined Safety Meetings and at Annual Review meeting. Powercom Solutions will report and investigate all incidents that occur on site in order to

- Determining underlying H & S deficiencies and other factors that may have caused or contributed to the incident
- Identify and implement corrective actions and prevent reoccurrence.
- Identify preventive opportunities
- Identify opportunities for continual improvement
- Communicate the results of investigations.

Powercom Solutions will report to the relevant statutory authority any incidents that are so required by the relevant statutory legislation. Reportable incidences will be maintained for 10 years.

An incident can be defined as: “any work-related event(s) which an injury or ill health or fatality occurred or could have occurred”

An accident is an incident which has given rise to injury. Ill health or fatality.

An incident where no injury, ill health or fatality occurs may also be referred as a ‘Safety Environmental Observation Report’ ‘Near Miss’, ‘Near Hit’, ‘Close Call’ or ‘Dangerous Occurrence’ and will include damage to property.

An emergency is a particular type of incident.

### 4.5.3.2 Non Conformity, Corrective Action and Preventive Action

Powercom Solutions has a procedure M Non-conformance Control & Corrective Action for defining responsibility and authority for handling and investigating non-conformance, for taking action to mitigate impacts, for initiating and completing corrective and preventive action, evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence, recording the results of corrective actions and preventive actions taken and reviewing the effectiveness of corrective actions and preventative actions taken.

Any changes in procedures resulting from corrective and preventive actions are implemented and recorded. The Safety Manager maintains these records.

## 4.5.4 Control of Records

Powercom Solutions has a procedure, Document, Record Control & IT, for the identification, maintenance and disposal of H & S records. These records include but are not limited to;

- Training records
- Inspection Reports
- Results of audits and reviews.
- Consultation reports
- Incident reports
- Meeting minutes
- Medical Test reports
- Safety Plans & Site Specific Procedures (where applicable)
- PPE issue and maintenance records
- Reports of emergency drills
- Inspection, calibration and maintenance activity
- Complaint records
- Supplier and subcontractor information
- Permits and consents
- Method statements and risk assessments
- Site emergency response plans
- Management reviews
- Any other legislative and regulatory requirements specific to the site

Records must be readily retrievable and protected against damage, deterioration and loss. Each site must ensure that all H & S records are maintained within the site in accordance with this procedure.

All documentation from sites is brought back to Head Office and archived. Record and document retention is also specified in the procedure.

#### 4.5.5 Internal Audit

Periodic system audits are conducted to ensure that the H & S management system has been properly implemented and maintained. The results of these audits are provided to management. Audits are performed according to a schedule, which is based on the H & S importance of an activity, the results of previous audits and the audit schedule. All auditors are trained and audit records are kept with the Safety Manager.

#### 4.6 Management Review

Partial H & S management system reviews take place between the Safety Manager of the entire programme is reviewed annually as part of the overall management review programme.

A full annual Safety review covering the entire Powercom Solutions operation. A report of the review findings is issued to the Board of Directors and discussed at management review

Input to the management reviews shall include:

- Incident statistics
- The results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the company subscribes;
- Communication from external interested parties, including complaints;
- The extent to which objectives and targets have been met;
- Status of incident investigations, corrective and preventive actions;
- Follow-up actions from previous management reviews;
- Lessons learned for emergency drills
- Changing circumstances, including developments in legal & other requirements and technological advances
- Recommendations for improvement

The Safety Coordinator will monitor performance and will keep records of all meetings / reviews, inspections, incidents, risk assessments etc. This procedure will itself be reviewed from time to time, and at least two yearly.

## 5 Appendix 1 Identification of Hazards and Risk Assessment

### 5.1 HAZARD IDENTIFICATION

A hazard is defined as 'something with the potential to cause harm' e.g. working at heights, manual handling, electricity, welding, dangerous chemicals, housekeeping. Harm includes injury, ill health, damage to plant/equipment and the environment.

The first step in safeguarding safety and health is to identify hazards from materials, equipment, chemicals and work activities. This requires systematically examining the workplace and work activities to identify workplace-generated hazards.

Powercom Solutions are familiar with the hazards associated with the type of work they are involved in. But to identify the main hazards and put risks in their true perspective, we check:

- Records of incidents, ill health and insurance claims
- Any relevant legislation or standards covering the hazard (e.g. the Construction Regulations for construction-site hazards, the Chemical Agents Regulations and Code of Practice for chemical hazards and their control)
- Manufacturers' instructions or datasheets.
- New equipment and/or tasks

Hazards may be grouped into the following categories:

- Physical Hazards e.g. manual handling, slipping/tripping, falling from a height, falling objects,
- Health Hazards e.g. noise, dust, vibration
- Chemical Hazards e.g. lung disorders, cancer causing, corrosive, toxic, harmful to the environment
- Biological Agent Hazards e.g. infection, Weil's disease, hepatitis
- Human-Factor Hazards e.g. competency, young or inexperienced workers, alcohol/drugs

### 5.2 RISK ASSESSMENT

RISK is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

RISK ASSESSMENT is a careful examination of what, in the workplace, could cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm.

CONTROLLING RISK means that we do all that is reasonably practicable to ensure that a hazard will not injure anyone (e.g. by eliminating the hazard, enclosing it in a totally enclosed container, using general or local exhaust ventilation, implementing safe operating procedures, or providing personal protection, as a last resort).

RESIDUAL RISK is the risk rating applied after the controls have been implemented.

Assessing risks is a general legislative requirement. Assessing risk is necessary in order to identify their relative importance and to obtain information about their extent and nature. This will help in deciding on methods of control. We must determine the relative importance of risks and this involves deciding on the severity of the hazard and the likelihood of occurrence.

Rate each of these Frequency and Severity as High, Medium or Low.

When we rate the risk according to our findings emphasised, priority will be given at Powercom Solutions to risks that present the greatest severity. The likelihood of occurrence however cannot be ignored for example where two risks have the same severity the one with the most likelihood to occur a number of times should take precedence.

The risk assessment process should allow involvement of those individual Employees and Supervisors who have most knowledge of the area or operation. We determine controls by liaising with Management and employees of a department assessed to determine a framework of controls and action dates. All final decisions about risk controls must take into account the relevant legal requirements. An assessment of cost, information about the relative cost effectiveness and reliability of different control measures will be necessary to decide an acceptable level of risk control.

**The Risk Assessment Process is subject to periodic revision to reflect site conditions, to reflect current practices and procedures and to reflect legislative changes; these changes will be implemented on an ongoing basis throughout the life of this document. Any changes will be communicated to all relevant employees and anyone who may be affected by our activities**